

CITY OF DELTONA

CITY MANAGER'S OFFICE


To: Deltona City Commission
From: Faith G. Miller, City Manager
Subject: Weekly Courtesy Report
Date: February 17, 2012

Annual Community Assessment Consolidated Plan Programs:

HUD is required to complete an Annual Community Assessment which is an evaluation of the City's progress in meeting the statutory goals of providing decent housing in a suitable living environment and expanding economic opportunity, which are identified as objectives in the City's Consolidated Plan. Recently, HUD completed this Assessment and determined that the overall progress is satisfactory. This Assessment included a review of our CDBG, NSP and SHIP Programs. Thank you to all the staff involved in the management and oversight of these programs and their due diligence to ensure that the City is in compliance with the statutes governing these programs.

Ongoing/Upcoming Events:

- **Farmer's Market** – Every Saturday, 1649 Providence Blvd., 9:00 a.m. – 2:00 p.m.
- **Citizens' Budget Forum** – Saturday, February 18th, 9:00 a.m., Commission Chambers
- **Regular City Commission Meeting** – Monday, February 20th, 6:30 p.m., Commission Chambers
- **Joint Meeting with City of Sanford City Commission** – Tuesday, February 21st, 5:00 p.m., 2nd flr. Conference Room
- **City Commission Workshop Meeting** – Thursday, February 23rd, 4:30 p.m., 2nd flr. Conference Room; Topics: Scrub Jay Mitigation Project; Micro-incubator project, Moratorium on Impact Fees, P & Z Bylaws.
- **Water & Energy Conservation Expo** – Friday, February 24th, 9:00 a.m. – 4:00 p.m., Commission Chambers

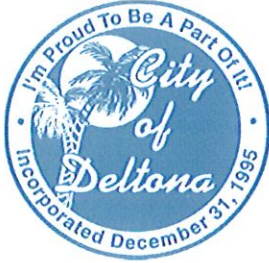

Faith G. Miller, MMC, MPA
City Manager

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CITY MANAGER'S OFFICE thru 02/17/2012

Communication:

- Posted the Water & Energy Conservation Expo to the Web site and sent out to community e-mail contacts.
- Continuing to post updates on the Fort Smith construction project to the City's Web site.
- Videotaped Energy Seminar 4: Landscaping to Conserve Energy for broadcast on DeltonaTV
- Updated programming inventory for DeltonaTV: UCF-Global Perspectives, Arts Performances, Metro Center, White House Chronicles, VA Weekly News, Wildlife Matters and EPA/Florida Keys Productions.
- Updated DeltonaTV Schedule for the week of Feb. 19th.
- Created DeltonaTV slides for: March Foreclosure Workshop, Guardian Ad Litem (court-appointed child advocate), 2012 Election Candidate Requirements.
- Reviewed bid submissions for print work for City Newsletter.
- Created draft for DEDAB survey.
- Assisted Economic Development Staff at the ribbon cutting at Duvall Home Thrift Shop.
- Replacing UCF's "Naturally Central Florida" with "Metro Center Outlook"; currently archiving Metro Center programming for broadcast.
- Creating poster for Ability Fair event, scheduled for March 10th.

Media Relations:

- Informed local media of a scrimmage between the Philadelphia Union and UCF soccer teams at the Dewey O. Boster Sports Complex.
Met with several reporters present at the scrimmage. Responded to questions from Mark Harper/Daytona Beach News-Journal regarding soccer clubs using Dewey O. Boster.
- Answered questions regarding adult businesses in Deltona for WOFL-TV.
- Provided information regarding a resident dispute concerning basketball equipment for Mark Harper/Daytona Beach News Journal.
- Sent response to WFTV-TV regarding complaint about Deltona Water.
- Provided information regarding reclaimed water, and the current budget status, to Mark Harper/Daytona Beach News Journal.

Press Releases:

- Coupons in High Demand
- Mayor and Commission to Participate in EKG Screenings

Business Development:

- Further discussion with major landowner within the Deltona Activity Center toward potential development of his property.

- Attended the Commission Workshop on ‘redevelopment’. The presentation and discussions were based around CRAs and the redevelopment of several potential areas of the city, enhancing economic development.
- Reviewed City of Deltona advisory board by-laws for interpretation by City Clerk’s Office.
- Attended a meeting of the West Volusia Economic Development Council in Lake Mary.
- Attended the Space Coast Energy Symposium, which promoted economic development via the Energy industry.
- Met with the St Johns River Water Management District and the Audubon Society to discuss utilization of properties for the Deltona Scrub Jay Mitigation Project.
- Attended the ribbon cutting for Dr. Annabelle Torres, who opened her medical practice at 915 Doyle Road, Suite 306; Dr. Torres is associated with Fish Memorial Hospital.
- Met with Diane Hicks, Community Service Supervisor, to discuss CBDG funds and how those funds might be used in the future for “micro-incubator” development.
- Met with Cheryl Atkins, Grant Coordinator, and Chris Bowley, Planning & Development Director, to discuss “micro-incubator” possibilities.
- Prepared a presentation to the Commission Workshop regarding a “micro-incubator” as a potential task for a Deltona Economic Development Advisory Board Sub-committee.

BUILDING & ENFORCEMENT SERVICES thru 02/10/2012

Building Services Division:

Building Permits issued for the week	55
Valuation of work permitted for the week.....	\$344,127.34
Inspections completed for the week	152
Total Permits issued for Fiscal Year 11/12	926
Valuation of work permitted for the year 11/12	\$8,576,217.17
Permits Issued:	
A/C change out	7
Addition	1
Commercial Build-out	1
Door Replacement	1
Electrical	5
Exterior Renovation.....	1
Fence.....	2
Fire Sprinkler Underground	1
Fire Sprinkler	1
Garage Door Replacement.....	2
Generator	1
Interior Repair.....	1
Mechanical.....	1
Other	2
Patio Cover	1
Pool Above-ground.....	1
Reroof	9
Retaining Wall	1
Shed	2
Sign	1
Solar Panel Installation	1

Water Heater Replacement	4
Wetland Alteration.....	1
Window Replacement	7
Total	55

Enforcement Services Division:

Requests for services this week	350	
Animals impounded at the humane societies	43	
Citation warnings issued	33	
Courtesy notices	146	
Abatement notices	20	
Citations issued	7	
Code Enforcement telephone calls	160	
Animal Control calls	106	
Solid Waste calls	60	
Citizen walk in requests for Code Enforcement assistance	17	
Citizen walk in requests for Animal Control assistance	7	
Citizen walk in requests for Solid Waste assistance	8	
Properties requiring grass to be cut by contractors	0	(at a cost of \$0.00)
Certified mailings sent out	37	(at a cost of \$207.20)
Money collected for Animal tags, liens and return to owners	\$358.20	
Foreclosures for this week: Deltona	19	
County	64	
Total	83	

CITY CLERK'S OFFICE thru 02/10/2012

2nd Floor HR/CC Walk-In Customers.....	92	
2nd Floor calls Answered.....	21	
Packages Picked Up	0	
Packages Received	40	
A/P Invoices Opened.....	136	
Newspapers	16	(9 hours)
Public Records Requests Received	10	
Public Record Request Amount Received	\$3.46	
Documents imaged, pages.....	5,029	
Large scale drawings imaged, pages	41	

FINANCE DEPARTMENT thru 02/15/2012

- Met with City Manager to prepare for Citizens' Budget Forum.
- Preparing final revisions to credit card policy.
- Attended Pension Reform webinar.
- Coordinating Munis TCM status update meeting.
- Finalizing FY 10/11 CAFR.
- Approval of Solar Thermal Water Heating Systems, placing on February 20, 2012 agenda.
- Preparing agreement for Landscape Architects.
- Preparing to put items approved for disposal on Govdeals.

- Meeting with the Selection Committee for the RFP Financial Advisory Services.
- Prepared agenda memo for award of City Newsletter and One Time Publications.
- Met with new Office Depot representative.
- Working on bid for security cameras.
- Working with BMI Systems regarding Fixed Asset Software.
- Testing online change orders through the workflow process; training to take place within the next few months.
- Testing online receiving in Munis.

FIRE/RESCUE DEPARTMENT thru 02/15/2012

Fire Chief Staples:

- Continued the Ethical and Legal Issues class.
- Participated in Fire Department Pinning and Employee Recognition ceremony.
- Meetings with Vice Mayor Treusch, Commissioner Herzberg and Fire Union on Fire-based EMS Transport.
- Continued preparations for upcoming ISO site visit.

Fire Chief Rafferty:

- ISO Prep Meetings
- Training & Safety:
 - Street orientation training continued.
 - Attended final session of Ethic and Legal Class.
 - Target Safety Training.
- EMS:
 - Attended Protocol Change meeting.
 - Up-dated Key Secure systems on back up units.
 - Meeting with Physio Control.

HUMAN RESOURCES DEPARTMENT thru 02/15/2012

- Performance Evaluations processed: 5
- Deltona JOBS Program Folders
 - 1st Floor lobby – (0) added
 - 2nd Floor lobby – (0) added
 - Total # of Deltona JOBS Program folders taken – (1113)
- Applications received:
 - (05) Water Operator
- Met with several Department Directors regarding personnel issues and coordination of personnel actions.
- Background check – (1) Utility Systems Tech
- Scheduled interviews – (11) Public Works Tech, (1) Utility Maintenance Tech
- Scheduled pre-employment physical and drug screening for: (1) Parks Attendants - INT
- FMLA requests: 1
- Conducted mini training session on City's Dress Code Policy.
- Participated in 11 interviews for Public Works Technician.

- Coordinated with City Negotiation Team and the City's labor attorney regarding contract negotiations as well as several union grievances pertaining to their required roll-in to the City's core HMO health insurance plans.
- Continued coordination with the Center for Business Excellence regarding the upcoming March 16th Job Fair.

PARKS AND RECREATION DEPARTMENT thru 02/11/2012

Administration:

- Farmers Market: 7 vendors, 184 cars.
- Provided support for the West Volusia Little League Parade on Saturday, February 11th.
- Attended and provided support for the Philadelphia Union vs. Florida Gulf soccer game on Saturday, February 11th.
- Provided support for the Philadelphia Union vs. UCF soccer game.
- Met with City staff to discuss the special events rules.
- Met with DRMP to discuss the Thornby Park site.
- Hosted the Parks and Recreation Advisory Board meeting.
- Hosted the Citizen Accessibility Advisory Sub Committee meeting.
- Met with Julie Shaw to discuss ADA compliance issues.
- Processed 6 permits for pavilion rentals.

Facility Use Permits:

• Deltona Community Center	1 Permit issued	Weekly attendance	1315
• Harris M. Saxon Community Center	2 permit issued	Weekly attendance	287
• Wes Crile Park	2 permit issued	Weekly attendance	2,196
• Skate Park	9 new passes	Weekly attendance	763

Special Events/Programs:

- Amphitheater:
 - 2012 Concert series starts on Saturday, April 14th featuring AP60.
- City Hall:
 - 5th Annual Ability Fair is scheduled for Saturday, March 10th from 10:00 a.m. to 2:00 p.m.
 - Arbor Day is scheduled for Friday, April 27th at 10:00 a.m.
- Deltona Blvd.:
 - Deltona Little League's Opening Day Parade is scheduled for Saturday, March 10th departing from Deltona Middle School parking lot at 9:00 a.m.
- Dewey Boster Sports Complex:
 - Philadelphia Union is scheduled to train from February 5th through February 19th.
 - Annual Eggstravaganza event is scheduled for Saturday, March 31st.
- Harris M. Saxon Community Center:
 - Boys and Girls Club after school program continues.
- Keyssville Dog Park:
 - Wags-n-Whiskers Pet Fest scheduled for Saturday, March 17th.

City Leagues Currently Underway:

- Men's winter league continues.
- Men's senior league will start in March 2012.

Partner Leagues Currently Underway:

- Adult 6v6 soccer winter season continues.
- FBVA winter season continues.
- West Volusia Youth Baseball spring season continues.
- Deltona Little League registration and practice continue.
- Deltona Youth Soccer spring sign-ups are underway.

Parks Maintenance:

Weekly tasks include opening all the parks in the a.m., cleaning restrooms at parks, picking up and emptying trash at all parks and facilities; picking up trash around all pavilions; taking goods to storage, including seasonal items; cleaning the depot trailer, barn and yard; cleaning pavilion areas (ceilings, tables, grilles, etc.); cleaning playgrounds and sidewalks, taking vehicles to Fleet for maintenance, replacing damaged paper towel and toilet paper dispensers.

- **Mowed, edged and weed-eated:** Thornby and Veterans Memorial.
- Festival – Replaced light switches from plastic to metal.
- Vann Park – Repaired irrigation line closest to girls' softball; relocated switch for softball score booth; remounted irrigation line from ground to box; continued pressure washing, priming and painting.
- Veterans Memorial – checked zone #13 on irrigation.
- Wes Crile – Worked on septic (alarm going off); removed damaged pump and picked up new one from Grainger.
- Miscellaneous:
 - Picked up supplies at Ace Hardware.
 - Picked up chairs from storage and delivered to Wes Crile.

City Hall, Fire Station, Sheriff's Department and 1691 Providence (Sheriff) Building Maintenance:

Weekly janitorial service includes cleaning the Fire Station and inspecting Sheriff's building; opening and closing City Hall; vacuuming the chambers and other areas; emptying trash and recycled bins from DSC classrooms and all City departments; setting up Commission Chambers for various meetings and resetting afterwards; checking temperature throughout the building; replenishing restroom supplies throughout the entire building; cleaning all restrooms (floors, toilets, sinks, etc.); unclogging various toilets in restrooms on both floors; unclogging water fountains; replacing light bulbs throughout the building, courtyard and walkway; replacing restroom fresheners and batteries; moving or assembling furniture for various departments; hanging pictures (as requested) throughout City Hall; spraying and pulling weeds from various areas, trimming bushes and trees, watering sod and new shrubbery; walking the grounds and picking up trash; emptying all trash receptacles outside; sweeping sidewalk; cleaning front of building, retrieving supplies from storage at various times.

- Escorted new mechanical contractor.
- Escorted Irvine Mechanical for final inspections.
- Escorted Electrical Solutions to replace ballasts at the Sheriff's Office.
- Mount flag in 2nd floor conference room.

Sports Turf Maintenance:

- Normal routine maintenance at:
 - Dewey Boster Sports Complex
 - Baseball and Pony League Fields
 - Vann Park
 - Dupont Lakes
 - Wes Crile Park
 - Set Shea Field for Trinity High School Girls Softball.

- Sprayed Splash Pad with herbicide.
- Added clay to fields at Vann Park.
- Sports Complex:
 - Relined field 5 for Philadelphia Union Scrimmage (Wednesday).
 - Set fields 4 and 7 daily for Philadelphia Union.
 - Set field (goals and markers) for Scrimmage (Saturday and Wednesday).
 - Fertilized Pony League.

PLANNING & DEVELOPMENT SERVICES thru 02/15/2012

Executive Summary:

The Planning and Development Services Department is focused on a review of the NSP program to see where efficiencies can be made. We are buying homes within both NSP 1 and 3 and the general contractors are nearing completion of the first two NSP 3 homes for us to sell—which is a very short time since the original purchase of the homes.

Planning:

The Planning Section is glad that the Shops of DuPont Lakes received a Certificate of Completion and that the Family Dollar at 951 Doyle Road is open. The section also received copies to review for the Preliminary Plat for Deltona Village. This represents addressing past staff comments, and requirements that legal subdivisions of land ultimately be reflected on the Final Plat. Upon approval of the Preliminary Plat, staff can issue a Development Order and accept the application for Final Plat. The Final Plat will be presented to the City Commission for their review and ultimate acceptance.

Housing & Community Development:

The Community Development Section is increasing in momentum within NSP. We sold 34 houses in NSP 1 for a 70% completion rate of the original homes; seven homes have contract offers to close within the next month to increase that to an 80% completion rate; another nine homes remain without contract. We are marketing the remaining homes to get offers and are acquiring additional units. We acquired four homes in NSP 3, and were notified about the Neighborhood Communities Stabilization Trust program, which compiles a list of foreclosed properties for the HUD First Look program (meaning Deltona gets a first look at the units before they go on the market). This should increase our purchasing potential to acquire 10 additional homes within NSP 3 and a few more homes within NSP 1.

The SHIP program is performing on schedule with an additional \$5,900 being spent, which leaves a remainder of approximately \$25,000 to spend by June 30th of this year.

PUBLIC WORKS thru 02/10/2012

Traffic Operations:

Weekly tasks include monitoring crews and downloading and evaluating traffic survey information.

- **Signs:**
 - Completed 17 sign repair work tickets in the City.
 - Fabricated 38 new street name signs.
 - Installed 34 new street name signs.
 - Fabricated (5) “Warning” “No Trespassing” signs for Stormwater Department.

- **Asphalt:**
 - Completed 13 asphalt repair work tickets – 4 tons.
- **Speed Trailer:**
 - Removed speed trailer from Urbana & Stratton.
 - Installed speed trailer at Vicksburg & Fillmore.
- **Misc:**
 - 1320 Elkcarn Blvd – installed 2 white delineators along the radius at Old Mill.
 - 1088 Seagate W – painted asphalt curve yellow with reflective beads.

Field Operations:

Weekly tasks include evaluating work orders called in by residents.

- **Beautification:**
 - Medians:
 - Elkcarn Blvd; Providence Blvd – cut back and prune crepe myrtles.
 - City Signs:
 - Howland sign.
- **Concrete:**
 - Sidewalk repair at Hastings & E Page – 20'x 4'; 1157 Hastings – 5'x 4'; 1805 Philadelphia – 6'x 4'; 2309 Essex – 20'x 4'; 1821 Philadelphia – 8'x 4'; 1088 Seagate – 6'x 5'; 2755 E Waco – 7'x 5'.
 - Grinding at 1088 Seagate.
- **Clam Truck:**
 - Debris – 13
 - Trimming – 7
- **Drop Offs:**
 - Repaired drop off with fill dirt at 1671 Newbury; 3271 Agar; 1601 Newbury; Commerce between Fifer & Lockwood; 2989 Courtland.
 - Repaired drop off along radius at Normandy & Tivoli.
 - Replaced 5 pieces of sod at 2485 Academy; 2567 Academy.
 - Replaced 1/16 pallet of sod at 2497 Ainsworth; 2510 Ainsworth; 2503 Ainsworth; 2502 Ainsworth.
 - Replaced 1/8 pallet of sod at 2477 Academy; 2518 Academy; 2549 Academy; Beal & Academy; Juliet & Bond; 2655 Juliet.
 - Replaced ¼ pallet of sod at 2566 Academy; 2771 Juliet; 2625 Juliet; 2876 Juliet; 2803 Juliet.
 - Replaced ½ pallet of sod at 2980 Belkton; 2969 Bond; 2901 Sweet Springs; 2694 Leafy Way.
- **Misc:**
 - 3217 Pigeon Cove – repaired ruts left by sign truck.
 - 1401 Ft Smith – roadway undermined along road edge (contractor repaired).
 - 561 Lamson – resident was concerned with tree leaning (informed resident tree is on private property).
 - 3257 Parma – removed basketball hoop from side of road.

Fleet Maintenance Division:

• Vehicles	PM – 1	Repairs – 4
• Equipment	PM – 2	Repairs – 5
• Road Calls	1	
• Parts Run/Vehicle Delivery	2	
• CDL Testing	1	

Stormwater Division:

Weekly tasks include check and monitor all electric pump stations; respond to all safety concerns; talk to residents about their concerns; check and record lake levels; manage current CDBG projects; implement NPDES Inspection program.

• **Construction Crew:**

- Lorraine – installed 400' of 15" hdpe pipe; 4 nyloplast basins; hauled away debris.
- 2555 Sheffield – extended pipe out on both sides of the driveway; took out 2 headwalls; built a box with 18" stub coming out; installed 1 miter end; reshaped swales and placed sod.
- 675 Malaga – took out road and wrapped all concrete pipe joints; retrofitted 1 box.

• **Drainage Area Maintenance (Aebi Mowing);**

- 1.0 drainage acre maintained.
- Ditches mowed – 3108 Yorkshire; 293 Ft Smith; 1311 Nadine; 2929 Haulover.
- Ponds mowed – 820 Farrington; 3248 Phonetia.

• **System Cleaning (Vac Truck):**

- 150 feet of Stormwater system cleaned.
- 8 yards of debris removed.
- Storm systems jetted – Omaha; 1591 Agatha; 1397 Trollman; Lydia/Ferguson.

• **Right of Way Mowing Crew:**

- 8 miles of right of ways mowed.
- Main roads mowed – Deltona Blvd; Normandy Blvd.

• **Right of Way Litter Crew:**

- 1027.125 gallons of litter removed.
- Main road trash pickup – Elkcam Blvd twice; Courtland; India; Deltona Blvd; Normandy; Ft Smith; Alexander; Anderson; Cloverleaf; Tivoli; April; Catalina; Captain; Haulover; Newmark..
- Alley trash pickup – 618; 632; 933; 976; 977; 1021; 1023; 1024; 1159; 1184; 1185; 1578; 1590; 1898; 1915.

• **Misc:**

- City Wide – check lake levels; water new sod.
- 1069 Norwood Dr – posted “No Trespassing” sign at pump station.

UTILITIES thru 2/12/2012

Customer Service

February 2012	Total week ending 02/12/12
DW – Lockbox	2551
Ebox	1387
Call Center Calls	2027
Walk-ins/Drop Box	1475
On-line Payments	1184

Customers Disconnected for Non-Pay

February 2012	Total week ending 2/5/12
Total on Disconnect List	108
Off in error/DW error	
Off in error/Munis error	
Misapplied Payment	

Construction Log & Service Orders

February 2012	Total week ending 2/12/12
Water Service	
Meter Sets	3
Reclaim Meters	
Fire Hydrant Installs	
Fire Hydrant Replacement	
Fire Hydrant Repair	
Replace Meter Box	17
Locates Received	43
Locates Completed	49
Main Leaks	2
Service Leaks	5
Sewer Repairs	
Sewer Blockage	5
KV2 Valves	4
Service Replacements	3
Meter Change Outs	31
Service Orders	446
Disconnects	108
Drainfield Leaks	
Meter Retirements	18